Section L - Instructions, Conditions, & Notices to Offerors or Quoters

I. GENERAL PROPOSAL INFORMATION

1. **Description of Project:** The project work covered by this specification consists of furnishing all plant, labor, equipment, and material, and performing all work in connection with JCGU 25-7007 "Repair Kitchen, B334" in strict accordance with these specifications and drawings and subject to the terms and conditions of this contract.

2. **Points of Contact**: The Points of Contact for this requirement are listed below. All questions pertaining to this Request for Proposal and requirement should be directed to the POCs identified below.

Kai Croghan, Contract Specialist, (325) 654-4543, kai.croghan@us.af.mil

Armon Brown, Contracting Officer, (325) 654-3809, armon.brown.2@us.af.mil
Wayne Johnson, Contracting Officer, (325) 654-5174, wayne.johnson.15@us.af.mil

3. **Notice to Offeror(s)/Supplier(s)**: In the event the Government cancels this solicitation, the Government has no obligation to reimburse an offeror for any costs.

4. **Offer Acceptance Period:** All proposals submitted must be valid 72 calendar days from the proposal due date

5. **Proposal Due Date:** All offers must be submitted NLT 20 July 2026 at 09:00 AM CDT via email to both the CS and CO (contact information in section 2 above).

6. **Technical Questions**: Technical questions shall be submitted NLT 07 July 2026 at 8:00 AM CDT via email to both the CS and CO (contact information in section 2 above). No additional questions will be accepted after the deadline. The government will post the answer to SAM.gov.

7. **Site Visit:** A site visit will be conducted on 26 June 2026 at 09:00 AM CDT; offerors shall meet at the front of Western Winds DFAC B334.

8. **Access:** Base access is required to attend this site visit. Attendees will meet at the front of Western Winds DFAC B334 after obtaining visitor passes from the base gate visitor center located at the north gate (please arrive prior to 9:00am to allow time to obtain visitor passes before meeting time). Interested parties will provide personnel information for base passes no later than 24 June 2026 at 12:00 PM CDT via email to both the CO and CS. Please provide personnel information on the attachment "Base Access Letter (BAL) Template."

9. **Exchanges:** Exchanges are fluid interaction(s) between the Contracting Officer (CO) and the contractors that may address any aspect of the proposal and may or may not be documented in real time. The Government intends to make award based on the initial proposal submissions without conducting interchanges. Therefore, each offer should contain the Offeror's best terms from a price standpoint.

The Government reserves the right to hold exchanges if, during the evaluation, it is determined to be in the best interest of the Government. However, the Government reserves the right to conduct exchanges. Offeror responses to exchanges will be considered in making the order selection decision. The Government may hold exchanges with one, some or all offerors at its discretion, if determined to be part of the fair opportunity process.

II. PROPOSAL PREPARATION

1. **Proposal Preparations:** Offerors submitting a proposal in response to this RFP shall submit in two (2) volumes, Volume I-Technical Proposal, Volume II-Price Proposal. All proposal information shall be submitted in either MS Word or PDF format. The cover page shall include the offerors' contract number, small business status/categories, company primary and alternate points of contact with email/phone and who is authorized to contractually obligate the company, CAGE Code, and UEI number.

Volume I - Technical Proposal

Technical Proposal: Each Offeror shall submit a technical volume with its proposal IAW the format below. Offerors are cautioned that the Government will only use data provided by each Offeror in this volume in the technical evaluation. By your proposal submission, you are representing that you will perform all the requirements specified in the solicitation. It is not necessary or desirable for you to tell us so in your proposal. Do not merely reiterate the objectives or reformulate the requirements specified in the solicitation.

Offerors must clearly identify any exceptions or assumptions to the terms and conditions of the RFP and must provide complete supporting rationale. The Government reserves the right to determine if any such exceptions or assumptions are unacceptable. Any exception or assumption determined unacceptable by the Government may result in the Offeror's proposal being determined unacceptable and ineligible for award. This information shall be provided in the format and with the content of Table A below, submitted within the first

pages of Volume I of the Offerors' proposal. If no exceptions are taken, include a statement stating so.

Volume II - Price Proposal

Using the attachment "Pricing Schedule" pricing information submitted should fully support the requirements for each major functional element specified in the SOW and Specifications.

TABLE A - Solicitation Exceptions and Assumptions

Solicitation Document	Page/ Paragraph	Requirement/ Portion	Rationale
SOW, Spec, Technical Evaluation Factor, etc.	Applicable Page and Paragraph Numbers	Identify the requirement or portion to which exception is taken	Describe why the requirement cannot or will not be met

LATE PROPOSALS WILL NOT BE ACCEPTED

Offerors submitting a proposal in response to this solicitation shall submit two volumes (Vol I "Technical" and Vol II "Price") IAW Table B. Page size shall be 8 1/2 x 11 inches, not including fold outs. Pages for all volumes shall be single-spaced and shall be no less than Times New Roman 12-point font size with a minimum of one-inch margins all around. Graphics, charts, tables, and pictures, while not subject to the same font requirement, shall be legible and easy to read. Pages shall be numbered consecutively within each volume. Fold out pages, 11 x 17, may be used for tables, charts, graphs, or pictures (but not text) that cannot be legibly presented on an 8 1/2 x 11 sheets. All proposal information shall be submitted in either MS Word or PDF format except for pricing information. Pricing information shall be submitted in MS Excel format. The cover letter, title page, table of contents, fold-out pages, cut sheets, schedule layouts, drawings/diagrams, and glossary/acronym list (if necessary) are not included in the total page count of the volume. Each volume shall be written on a stand-alone basis. Offerors must ensure that pricing information is only included in Volume II. No pricing information shall be contained in any other volume.

Table B – Proposal Package Format				
VOLUME		**TITLE**	**NUMBER OF COPIES**	**MAXIMUM NUMBER OF PAGES**
I		**Cover Letter**	1	Not included in page limit
	Factor 1	**Project Management and Flooring Installation**		10 Pages
		A. Manufacturing/Supply Chain Capability: Current production capability and availability and estimated lead times with supporting documentation.		
		B. Instillation Capability: Description of installation process and methodology.		
		C. Schedule Management: Proposed timeline showing major milestones and risk mitigation strategies for meeting 164-day completion requirement.		
		D. Technical Compliance Statement: Confirmation of ability to meet all salient characteristics.		
II	Factor 2	**Price**	1	1 Page: Price Schedule (Attachment 6)